

U.S. GOVERNMENT PRINTING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Premium Payment Packages/Loose Forms/Bulk Sets**

as requisitioned from the U.S. Government Printing Office (GPO) by the

Pension Benefit Guaranty Corporation

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **October 1, 2000** and ending **September 30, 2001** plus up to **one** optional 12-month extension period that may be added in accordance with the **"Option to Extend the Term of the Contract"** clause in Section 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, D.C. time, on **August 22, 2000**.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May, 1999

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 100-kilometer (62-mile) radius of zero milestone Washington, D.C.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**NOTE:** Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

**ABSTRACTS OF CONTRACT PRICES:** Are available on our website at [www.access.gpo.gov/procurement/abstracts/central/](http://www.access.gpo.gov/procurement/abstracts/central/).

**FOR INFORMATION OF A TECHNICAL NATURE:** Call Mr. Duke Spence (202) 512-2044 (No collect calls).

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (Rev. 4-96)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing/Imaging (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.
- (c) Exceptions:

Forms produced on this Program will be read on a Bell & Howell Copisan II Duplex Scanner.

Performance Standards:

The OCR printing/imaging shall be read on Bell & Howell Copisan II Duplex Scanner(s). The reject rate due to manufacturing deficiencies shall not exceed 1.5 percent of the items when run on the specified reading equipment. A form is a reject when its OCR print cannot be correctly deciphered on the first pass through the specified reading equipment. Acceptability of the lot for OCR readability shall be based on the number of rejected items in a sample of the size specified in MIL-STD-105E, General Inspection Level I, with AQL equal to 1.5 percent. For OCR evaluation, the sampling unit of product shall be an individual form. OCR tests are independent of tests and evaluations of all other product characteristics and have separate AQL's and sample sizes. At the option of the Government, the sample may consist of sequential items from one or more portions of the lot rather than a random sample.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Camera copy, average type dimension in publication.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 2 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "**Extension of Contract Term**" clause. See also "**Economic Price Adjustment**" for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to **September 30, 2001**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **June 30, 2000**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**POSTAWARD CONFERENCE:** The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **October 1, 2000** through **September 30, 2001**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of self-covered, saddle-stitched booklets (with envelopes), and single-leaf forms, requiring such operations as electronic prepress, printing/imaging, binding, packing, mailing, and distribution.

**TITLE:** PBGC-1.

**DESCRIPTION OF WORK:** Consist of four items: 1) a 64 page booklet (consisting of 48 text pages, 16 pages of forms perforated on the fold, and an envelope); 2) Form 1's; 3) Schedule A forms; and 4) bulk sets (consisting of a 64-page booklet, 50 loose Form 1's and 50 loose Schedule A forms).

**NOTE:** Items described above (booklets, bulk sets, Form 1's and Schedule A's) may not be required on each order. Each item may be ordered individually, or as needed.

**TITLE/NUMBER OF ORDERS/NUMBER OF PAGES/NUMBER OF COPIES:** It is anticipated that the following will be ordered per year:

<u>ITEMS</u>	<u>NUMBER OF ORDERS</u>	<u>NUMBER OF PAGES</u>	<u>APPROX. NUMBER OF COPIES PER ORDER</u>
Premium Package Booklet	5	64	1,000 - 20,000*
Bulk Sets	3		50 - 5,000*
Form 1	5	2	50 - 2,500
Schedule A	5	2	50 - 2,500

\*The majority of the "Premium Packages" and "Bulk Sets" required on the contract, will be ordered on the first print order placed. Subsequent orders will be placed as needed.

**TRIM SIZES:** All items trim to 216 x 279 mm (8-1/2 x 11").

Envelope - 241 x 106 mm (9-1/2 x 4-3/16").

### GOVERNMENT TO FURNISH:

Camera copy for envelope. Camera copy/negatives for booklet and forms WILL NOT be furnished.

Electronic Media:

Platform: Windows 95.

Storage Media: 3-1/2" double density disk(s) or, at contractor's option, files may be telecommunicated via modem using Y-protocol at a minimum transfer rate of 14.4 baud.

Software: PageMaker.

Note: Booklet will be furnished in PostScript format only.  
Forms will be furnished in PDF format only.

A sample booklet for construction purposes only and a copy of the 2001 booklet will also be furnished.

**NOTE:** Changes to the booklet or forms may occur throughout the base year and option year. A new printfile will be furnished each time a change occurs. Therefore pre-printing or stock piling of any, or all of the booklets and forms, is at the contractor's risk. The Government shall not be required to purchase from the contractor any of the booklets or forms on hand when a change is ordered.

The Government will make all changes to the electronic files.

All printer and screen fonts will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Mailing addresses for "Bulk Sets" and "Premium Package Booklets" will be furnished on separate 3-1/2" disk(s) in Microsoft Excel or Lotus Release x.

GPO Form 952 (Desktop Publishing - Disk Information).

Standard Form 3615 - "Mailing Permit Application and Customer Profile".

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random Copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files or camera copy, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

#### **ELECTRONIC PREPRESS:**

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Ray Bryant, (202) 326-3591.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**REPRODUCIBLES:** The contractor must make all reproducibles required.

Prior to image processing, the contractor is responsible for checking furnished files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for publishing.

Files are to be output at a minimum resolution of 600 dots per inch (DPI) for type and line work.

Contractor is to retain files for subsequent orders. However, when changes are made to a document and new print files are furnished, the contractor is to destroy all existing files of that document, to insure that only the revised version is printed.

**PRIOR TO PRODUCTION SAMPLES:** Prior to production samples are required on each order unless waived by the Government. Within two workdays after the notification of the availability of the print order and material, the contractor shall submit (5) five samples of the Premium Package Booklet to: PBGC, Policies, Procedures and Control Division, Suite 680, 1200 K Street, NW, Washington, D.C. 20005-4026, Attn: Ray Bryant/Walt Luiza. Samples will be tested through the Optical Character Recognition process used for processing premium forms. Equipment used for the testing will be Bell & Howell Copisan II

Duplex Scanner. The container and accompanying documentation shall be marked **PREPRODUCTION SAMPLES** and shall include the GPO jacket, purchase order, and program numbers.

The Government will approve, conditionally approve, or disapprove the samples within 1 workday of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government at its option may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance With Schedules" of contract clauses in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 9-88)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

All paper used in each booklet must be of a uniform shade.

Text and Forms: White Opacified Offset Book, grammage 90 g/m<sup>2</sup> (basis weight: 60 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A80.

Envelopes: White Writing, grammage 75 g/m<sup>2</sup> (basis weight: 20 lbs. per 500 sheets, 17 x 22"), equal to JCP Code D10, or at the contractor's option, White Wove, grammage 90 g/m<sup>2</sup> (basis weight: 24 lbs. per 500 sheets, 17 x 22").

**PRINTING/IMAGING:** Must be printed/imaged precisely as submitted (i.e. identical image), including Optical Character Recognition (OCR) registration marks.

Premium Package Booklet print/image head-to-head in black ink.

Loose Forms (Form 1 and Schedule A) print/image head-to-head in black ink.

Mailing addresses must be printed/imaged on self-cover 4 in black ink.

Envelopes print/image one side only before construction in black ink. All printing/imaging shall comply with all applicable U.S. Postal Service regulations. Envelope printing/imaging (e.g. print contrast ratio,

postnet barcodes, etc.) must meet U.S. Postal Service Automation guidelines/requirements (refer to latest version of USPS Publication 25, Designing Business Letter Mail and the Domestic Mail Manual).

Envelopes shall accept printing, ink writing and bar coding without feathering, blurring, smearing, or penetrating to the reverse side.

**PRESS SHEET INSPECTION:** Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run.

Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

**MARGINS:** Margins will be indicated on Government furnished materials. Contractor will use these margins when furnishing proofs and prior to production samples. Contractor is to then maintain the margins accepted or noted on the approved prior to production samples (head/foot and left/right).

**BINDING:**

Single leaf forms: Trim four sides.

Booklets: Form pages (16 pages in center of booklet) perforate on fold prior to inserting. An envelope inserts in the center of each booklet, centered head and foot. Saddle-wire stitch text pages, form pages, and envelope in two places and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. Self-mailers will require Seal-O-Matic or similar, to be placed on the 279 mm (11") side.

**CONSTRUCTION OF ENVELOPES:** Envelopes shall be open side, high-cut, diagonal seam, with gummed flap. Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents. The sealed seams shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears and adhesive stains.

Flap Adhesive: All sealing flap adhesive shall be a water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying.

1. The flap adhesive shall be uniformly applied and have a minimum thickness of 0.0152 mm (0.0006 inch). The flap shall be capable of being quickly and securely sealed using finger tips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area of the flap beyond the throat, up to a maximum width of 25 mm (1inch) gum strip from the edge of the flap.

Color, finish and cleanliness: Envelopes shall conform to the standard sample as adopted by the JCP.

**PACKAGING:** Shrink film wrap "Bulk Sets", consisting of 1 Premium Payment Package (Booklet) as well as 50 loose Form 1's, and 50 loose Schedule A forms. Contractor must place a colored separator sheet between the Form 1 and Schedule A forms. Self cover 4 of the booklet containing PBGC return address and mailing Permit Number must be facing out, and must be visible through the shrink wrapping. Shrink-film wrap must be of sufficient strength to insure safe arrival of sets at destinations.

Balance of Form 1's and Schedule A's - Shrink wrap in quantities of 50 and pack in shipping containers (**DO NOT MIX**).

**PACKING:** Shipping containers shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width).

**Bulk Shipments:** Pack in shipping containers not to exceed 18.1 kg (40 lbs.), when fully packed. Pallets are required.

**Mailed Shipments:** Single copies of booklets must be mailed as self-mailers. Bulk sets after shrink-film wrapping, must be mailed as single units.

**LABELING AND MARKING (Package and/or Container label):** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Addresses must be printed on the back of each copy mailed singly as self-mailers and shrink-film wrapped sets.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent with the shipment going to: PBGC, Policies, Procedures and Control Division, Suite 680, 1200 K Street, NW, Washington, D.C. 20005-4026, Attn: Wesley Jones/Ted Winter.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver balance of forms f.o.b. destination to PBGC, Suite 680 - Attn: Wesley Jones/Ted Winter, Policies, Procedures, and Control Division, 1200 K Street, NW, Washington, D.C. 20005-4026. Inside delivery to suite number specified is required.

Complete addresses and quantities will be furnished with the print orders.  
Mail f.o.b. contractor's city.

All mailing shall be made at the Bulk Rate.

Orders which result in mailings of less than 200 pieces or less than 22.7 kg (50 lbs.) will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Immediately after mailing, a copy of the all mailing receipts must be faxed to: PBGC, Attn: Ray Bryant (202) 326-4089

A copy of contractor's billing voucher showing a breakdown of charges, must be sent to the following address within 10 workdays after the ship/delivery date to: U.S. Government Printing Office, Term Contracts Section B, Stop PPC, Room A843, North Capitol and H Streets, NW, Washington, D.C. 20401, Attn: Duke Spence.

Upon completion of each order, all furnished material and 3 sample copies must be returned to the address under "Schedule".

All expenses incidental to returning materials, submission and pick-up of prior to production samples and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material, print order and prior to production samples must be picked up from and delivered to: PBGC, Policies, Procedures and Control Division, Suite 680, 1200 K Street, NW, Washington, D.C. 20005-4026, Attn: Ray Bryant/Walt Luiza.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

At contractor's option, furnished material will be provided as stipulated under "**GOVERNMENT TO FURNISH**". If contractor elects to have furnished materials telecommunicated, print order will be faxed. Contractor must confirm receipt of print order within one hour.

Within 2 workdays after notification of the availability of the print order and material, the contractor shall submit all required prior to production samples.

Government will approve, conditionally approve or disapprove the samples within 1 workday.

After prior to production samples are approved on subsequent orders, the contractor must complete production and distribution within **15** workdays.

When prior to production samples are not required, the contractor must complete production and distribution within **15** workdays after notification of the availability of print order and furnished material.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified, and mailing completed.

The contractor must notify the GPO of the date and time the press sheet or bindery inspection can be performed. In order for proper arrangements to be made, notification must be given at least 3 workdays prior to the inspection. Notify the U.S. Government Printing Office, Contract Administrator, Term Contracts Division (PPC), Washington, D.C. 20401, or telephone area code (202) 512-2044. Telephone calls will only be accepted between the hours of 7:00 a.m. and 2:00 p.m., prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free (800) 424-9470 or 9471.

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce the one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract for a like period of time.

It is anticipated that the requirements for the second period, if option to extend is exercised, will be the same as the first period.

Estimated travel and per diem to be incurred by the Government for press sheet inspection will be a factor in determining award. This factor will be determined by estimating the cost of sending two Government representative from the Washington, D.C. area to the contractor's plant for 2 inspection trips lasting two workdays each.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	3	
II.	(1)	(2)
(a)	5	527
(b)	10	1,770
III.(a)	17	
(b)	510	
(c)	140	
IV. 1.	6	

#### SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with blank spaces, or with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

##### I. PRIOR TO PRODUCTION SAMPLES:

64-Page Booklet.....per 5 copies .....\$\_\_\_\_\_

##### II. PRINTING/IMAGING, BINDING, ADDRESSING, AND DISTRIBUTION:

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) 64-Page "Premium Package Booklet" (includes perforating of form pages, printing/imaging, insertion of envelope, and printing of addresses on booklets from electronic files).....per product .....	\$_____	\$_____
(b) 2-Page Forms.....per product .....	\$_____	\$_____

##### III. ADDITIONAL OPERATIONS:

(a) Collating Bulk Sets and shrink-film wrapping...per 100 sets.....\$\_\_\_\_\_

(b) Seal-O-Matic or similar sealing.....per 100 copies.....\$\_\_\_\_\_

(c) Shrink-film wrapping of loose 2-page Forms.....per package.....\$\_\_\_\_\_

..

\_\_\_\_\_  
(Initials)

**IV. PACKING:**

1. Bulk shipments (other than by mail):

Packing and sealing shipping containers ..... per container \$ \_\_\_\_\_

My production facilities are located within the assumed area of production..... \_\_\_\_\_yes \_\_\_\_\_no

**NOTICE:** Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_

a. Number of hours from acceptance of print order to  
pickup of Government Furnished Material..... \_\_\_\_\_

b. Number of hours from pickup of Government  
Furnished Material to delivery at contractor's plant..... \_\_\_\_\_

2. Proposed carrier(s) for delivery of completed product \_\_\_\_\_

a. Number of hours from notification to carrier to pickup of completed product..... \_\_\_\_\_

b. Number of hours from pickup of completed product to delivery at destination..... \_\_\_\_\_

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_.

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_

(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)